

# Standards Committee



## Claire Sinay, Chair

Tuesday, February 9, 2010  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
Ground Floor, Large Conference Room

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
(602) 506-6321 phone  
(602) 372-8499 fax  
PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Eric Moore	AT	Claire Sinay	EX	Dr. Colin Sheffield	EX	Debby Elliott <i>alt: Philip Seeger</i>
EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Larry Stähli	AT	Randall Furrow		

### Guests

Dr. Yvonne Patterson      Andrew Cheyvollier      Carlos Perez

### Administrative Agent Staff

Carmen Hair      Kenneth Leighton-Boster

**Support Staff:** John Sapero

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### Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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### Determination of quorum

Quorum was established with four of seven members in attendance at 9:10 am.

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### Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the January 12, 2010 meeting. No corrections were voiced.

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**Administrative Agent update**

Kenneth Leighton-Boster discussed:

- Provider site reviews are continuing as scheduled
- The process to develop qualifications for the Quality Management Committee members (the separate committee to oversee QM reviews). Input regarding qualifications and potential members is welcomed and encouraged

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**Committee Chair update**

Claire Sinay discussed she had a meeting with the QM staff regarding the Desired Outcomes section.

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**Standards of Care review**

***Outpatient Ambulatory Medical Care***

Claire Sinay reviewed the changes made at the previous meeting.

Kenneth Leighton-Boster related that the EMA's Project Officer had discussed that it may not be appropriate for the Standards of Care to detail Desired Outcomes, as this should be defined by the QM team based on provider reviews. Kenneth proposed text revisions to this section to discuss that these were desired overall goals of the Planning Council, rather than specific goals that must be achieved by providers.

The committee reviewed the final draft of the document. Discussion points:

- The service definition discusses many forms of providers – were the HIV certification requirements in the Vendor-Level standards applicable? The committee did not make revisions related to this.
- Should adolescent females remain in the target outcomes for PAP smears? This change was made.
- Baseline evaluations should be completed within 90 days, regardless of the number of visits within this timeframe
- Baseline evaluation minimums should be stated
- Immunization history would not be assessed follow guidelines discussed in the document. This was revised to simply include the documentation of the client's immunization history.
- Referral language was changed to better delineate that a referral would be documented only if needed. The committee agreed to research moving referral standards to the Universal standards of care
- Adolescent PAP smear requirements were revised to match targeted outcomes
- Provider management of at least 20 HIV clients: There was discussion that this measure met AAHIVM and HIVQUAL guidelines, and this was an accepted medical standards.

**MOTION:** Randall Furrow moved to accept the Outpatient Ambulatory Medical Care standards as revised. Larry Stähli seconded.

## **MEETING MINUTES** *continued*

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

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### **General Review of Standards of Care to address new and emerging issues**

This agenda item was tabled.

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### **Review of the Standards Committee 3-Year Plan**

The committee reviewed the goals for Year 1 (March 2009 to February 2010) of the Plan. A consensus was reached that all of the goals of Year 1 were met. The committee will discuss Year 2 and 3 goals at the next meeting.

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### **Discussion of agenda items for the next meeting**

The committee determined to not hold a March meeting. In addition to the recurring agenda items, the committee determined the following:

#### **Agenda Items**

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Referral discussion

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Continue review of other standards of care

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Determine need/parameters of a cost-effectiveness training plan

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### **Action Items to be completed by the next meeting**

<b>Task</b>	<b>Assigned To</b>

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### **Current events summaries**

Eric Moore discussed that the McDowell Clinic will transition to electronic medical records beginning on February 18<sup>th</sup>. The clinic will have limited clinic hours during the transition. Finally, the celebration of the 20<sup>th</sup> anniversary of the McDowell Clinic has moved from Friday, February 12<sup>th</sup> to Friday, February 19<sup>th</sup>.

Carlos Perez discussed that a Spanish-Language Pizza and the Basics HIV education event will be hosted by the Southwest Center for HIV.

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**Call to the public**

Carmen Hair discussed the Arizona Latino HIV/AIDS Action Network has been formed. The network is seeking new members.

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**Adjourn**

The meeting adjourned at approximately 11:10 am.